

PLACER COUNTY LOCAL AGENCY FORMATION COMMISSION

COMMISSIONERS:

Trinity Burruss
Chair (City)

Cindy Gustafson
Vice-Chair (County)

Joshua Alpine
(Special District)

Shanti Landon
(County)

Tracy Mendonsa
(City)

Susan Rohan
(Public)

Rick Stephens
(Special District)

APRIL 12, 2023, 4:00 PM

Placer County Administrative Building - Board of Supervisors' Chambers
175 Fulweiler Avenue
Auburn, CA 95603

This meeting will be open to in-person and virtual attendance.
Commission members may attend the meeting in person or virtually.

To join from a PC, Mac, iPad, iPhone, or Android, please click the link below
to join the Zoom meeting:

<https://placer-ca-gov.zoom.us/j/92549931863>

Or telephone:

US: +1 888 788 0099 (Toll-Free) or 877 853 5247 (Toll-Free)

ALTERNATE COMMISSIONERS:

Jim Holmes
(County)

William Kahrl
(Special District)

Jenny Knisley
(City)

Jeffrey Starsky
(Public)

Webinar ID: 925 4993 1863

AGENDA

1. CALL TO ORDER AND SALUTE TO THE FLAG
2. ROLL CALL
3. CHANGES AND APPROVAL OF THE AGENDA
4. PUBLIC COMMENTS

COUNSEL:

Michael Walker
General Counsel

STAFF:

Michelle McIntyre
Executive Officer

Amy Engle
Commission Clerk

Opportunity for the public to speak to the Commission on any subject matter within the Commission's jurisdiction but not appearing on today's agenda. Please submit a speaker card before the first speaker is called and limit your comments to 3 minutes. Items from the public will be taken under consideration without discussion by the Commission and may be referred to staff.

110 Maple Street Auburn, CA 95603
(530) 889-4097
<https://www.placer.ca.gov/lafco>

5. CONSENT

- A. Minutes – Commission Meeting from March 8, 2023
- B. Financial Reports February 2023
- C. Project Status Report

6. PUBLIC HEARING

Proposed Workplan and Budget for Fiscal Year 2023-2024

7. BUSINESS ITEMS

- A. Appointment of the Public Member
- B. Executive Officer's Report

8. COMMISSIONER COMMENTS

9. ADJOURNMENT

The next Commission meeting is scheduled for May 10, 2023, at 4:00 PM.

PUBLIC ACCESS AND PUBLIC COMMENTS INSTRUCTIONS

Materials related to an item on this agenda are available for public inspection at the LAFCO office, 110 Maple Street, Auburn, CA, during regular business hours and on LAFCO's website at <https://www.placer.ca.gov/lafco>

LAFCO meetings are held in person and virtually. Meeting recordings are posted online within a week following the LAFCO meeting.

Members of the public may submit their comments in written form to the Commission via U.S. mail to Placer LAFCO's office or via email to lafco@placer.ca.gov. Please indicate the agenda item number, if any. If you want your comments read into the record, please indicate so in the subject line and limit the comments to no more than 500 words. For public hearings, the Chair will announce the opening and closing of the public hearing. The Chair will call for oral public comments. Please limit your comments to 3 minutes.

AMERICAN DISABILITY ACT COMPLIANCE

In compliance with the Americans with Disabilities Act, if you are a disabled person and need a disability-related modification or accommodation to participate in this meeting fully, please contact Amy Engle, Commission Clerk, at (530) 889-4602 or aengle@placer.ca.gov. Requests

must be made as early as possible and at least two business days before the start of the meeting.

CAMPAIGN CONTRIBUTION DISCLOSURE

If you wish to participate in any proceeding involving a change of organization, reorganization or other entitlement, you are prohibited from making a campaign contribution of more than \$250 to any Commissioner or Alternate Commissioner as described in Government Code section 84308. This prohibition begins on the date you begin to actively support or oppose an application pending before LAFCO and continues for 12 months after LAFCO renders a final decision. No Commissioner or Alternate Commissioner may solicit or accept a campaign contribution of more than \$250 from you or your agent during this period if the Commission or Alternate Commissioner knows or has reason to know that you will participate in the proceeding. If you or your agent have contributed more than \$250 to any Commissioner or Alternate Commissioner during the 12 months preceding the decision, that Commissioner or Alternate Commissioner must disqualify himself or herself from the proceeding. However, disqualification is not required if the Commissioner or Alternate Commissioner returns the campaign contribution within 30 days from the time the Commissioner or Alternate Commissioner knows, or should have known, about the contribution and that you are a participant in the proceeding.

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COUNSEL:

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General Counsel

STAFF:

Michelle McIntyre
Executive Officer

Amy Engle
Commission Clerk

MINUTES OF THE
LOCAL AGENCY FORMATION COMMISSION OF PLACER
COUNTY

March 8, 2023, 4:00 PM

BOARD OF SUPERVISORS' CHAMBERS AND VIA REMOTE
CALL-IN 175 FULWEILER AVENUE
AUBURN, CALIFORNIA 95603

1. CALL TO ORDER AND SALUTE TO THE FLAG

The meeting was called to order at 4:01 p.m. by Chair Burruss, followed by a salute to the flag.

2. ROLL CALL

Present Commissioners: Joshua Alpine, Trinity Burruss, Cindy Gustafson (remote), Shanti Landon, Tracy Mendonsa, Susan Rohan, and Rick Stephens (remote)

Present Alternate Commissioners: Jim Holmes, Jenny Knisley, and Jeffrey Starsky

Not Present: Alternate Commissioner William Kahrl

Staff Present: Amy Engle, Commission Clerk; Michelle McIntyre, Executive Officer; and Michael Walker, Legal Counsel

Immediately after roll call, LAFCO Counsel Michael Walker gave a presentation on the new remote attendance rules for legislative bodies according to Government Code section 54953(f), which took effect when Governor Newsome lifted the State of Emergency in California in February. Two LAFCO Commissioners attended the meeting remotely, thus requiring the two Commissioners to state for the record which exception they were using.

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Commissioner Stephens used the good cause exception to attend the meeting remotely.

Commissioner Gustafson used the good cause exception to attend the meeting remotely.

3. APPROVAL OF THE AGENDA

Commissioner Rohan motioned to approve the March 8, 2023, agenda, second by Commissioner Alpine. The motion was unanimously approved by a roll call vote. (7-0-0-0).

Yes: Alpine, Burruss, Gustafson, Holmes, Mendonsa, Rohan, and Stephens
No: none
Absent: none
Abstain: none

4. PUBLIC COMMENTS

Chair Burruss opened the item for public comments.

Mr. Mike Garabedian of Lincoln, Placer County Tomorrow, Heal Lincoln, and Pacific to American Divide provided public comment.

5. CONSENT

A. Minutes from February 8, 2023

B. Financial Reports January 2022

C. Project Status Report

Commissioner Mendonsa motioned to approve the March 8, 2023, consent calendar, second by Commissioner Rohan. The motion was unanimously approved (7-0-0-0).

Yes: Alpine, Burruss, Gustafson, Holmes, Mendonsa, Rohan, and Stephens
No: none
Absent: none
Abstain: none

6. PUBLIC HEARING

RES No. 23-01

- A. **LAFCO Project No. 2021-03: Final Focused Municipal Service Review (MSR) Study – City of Lincoln:** The Commission will receive and consider the adoption of the Final MSR study. CEQA Lead Agency: LAFCO, Class 6 Categorical Exemption, Cal. Pub. Resources Code, § 21083; Cal. Code Regs., tit. 14, § 15306.

Ms. McIntyre provided the Commission with a brief overview of the MSR process.

Kateri Harrison of SWALE presented the Commission with an update of the significant changes incorporated into the final MSR.

The Commission asked Ms. McIntyre and Counsel questions about approving the MSR with conditions.

Chair Burruss opened the item to public comment.

Mr. Albert Scheiber of Lincoln provided public comment.

Mr. Byron Chapman of Lincoln provided public comment.

Mr. Mike Garabedian of Lincoln provided public comment.

The Commission discussed the item.

Commissioner Rohan motioned to adopt the Lincoln Focused MSR with a change to section 1c. of Resolution 23-01, changing the sentence to read, “The City and LAFCO staff shall work closely to develop a scope of services before issuing a request for proposal for the City’s subsequent MSR study. “, second by Commissioner Mendonsa. The motion was unanimously approved by a roll-call vote (7-0-0-0).

Yes:	Alpine, Burruss, Gustafson, Holmes, Mendonsa, Rohan, and Stephens
No:	none
Absent:	none
Abstain:	none

RES No. 23-02

- B. LAFCO Project No. 2020-03: Special Use District-B Northeast Quadrant Specific Plan Project (SUD-B NEQ) Annexation to City of Lincoln:** The Commission will consider annexation with a concurrent Sphere of Influence Update of the subject project to the City of Lincoln. The approx. The 200-acre proposal is located north of Highway 65, east of Nelson Lane, south of Nicolaus Road, and west of the existing city limits in unincorporated Placer County. The proposed development includes 429 residential units, 69 acres of commercial use, and roadway improvements. Assessor Parcel Numbers (APNs): (021-262-034, -035, -040, and portions of 021-380-034, -068, -071, -078). CEQA Lead Agency: City of Lincoln, Environmental Impact Report, State Clearinghouse No. 2015032102.

Ms. McIntyre summarized the staff report and recommended conditional approval of the proposal.

Chair Burruss opened the item to public comment.

Mr. Mike Garabedian provided public comment.

The Commission briefly discussed the item.

Commissioner Landon motioned to approve the Executive Officer's recommendation for the annexation of SUD-B NEQ to the City of Lincoln, second by Commissioner Alpine. The motion was unanimously approved by a roll call vote (7-0-0-0).

Yes:	Alpine, Burruss, Gustafson, Holmes, Mendonsa, Rohan, and Stephens
No:	none
Absent:	none
Abstain:	none

7. EXECUTIVE OFFICER'S REPORT

Ms. McIntyre had no new project updates to report.

8. COMMISSIONER COMMENTS

There were no Commissioner comments.

9. ADJOURNMENT

The meeting was adjourned at 5:02 p.m.

A complete video recording of this meeting is posted to:
<https://www.placer.ca.gov/AgendaCenter/Local-Agency-Formation-Commission-14>

Submitted by:

Amy Engle, Commission Clerk

Agenda Item 5b
Consent/Information

Company: CO100 County of Placer
Budget Structure: Special District Budget - Detail Level
Period: FY2023 - Feb
Time Period: Current Period YTD
Cost Center(s): CC72000 Local Agency Formation Commission
Ignore Commitments: No
Fund(s): FD30154 Local Agency Formation Commission
Program: PG720000 Local Agency Formation Commission

Account Set	Budget	Commitments	Obligations	Actuals		Balance	Percentage of Budget
Total Revenue	(691,019.00)	0	0	(752,148.21)		\$61,129.21	108.85%
42010:Investment Income	(1,200.00)	0	0	(5,379.73)		\$4,179.73	448.31%
46030:Direct Charges	0	0	0	(50.00)		\$50.00	0.00%
46360:Other Fees and Charges	(689,819.00)	0	0	(746,718.48)		\$56,899.48	108.25%
Total Expenses	719,269.88	0.00	225,075.08	390,962.27		\$103,232.53	85.65%
Total Capital Assets	0	0	0	0		0.00	0.00%
Total Expenses (Non Capital Assets)	719,269.88	0.00	225,075.08	390,962.27		\$103,232.53	85.65%
51010:Salaries and Wages	208,635.00	0	0	151,740.36		\$56,894.64	72.73%
51090:Cafeteria Plans (Non-PERS)	7,713.00	0	0	5,211.62		\$2,501.38	67.57%
51210:Retirement	72,939.00	0	0	51,448.32		\$21,490.68	70.54%
51220:Payroll Tax	15,961.00	0	0	11,249.34		\$4,711.66	70.48%
51240:Other Postemployment Benefits (OPEB)	7,920.00	0	0	3,951.00		\$3,969.00	49.89%
51290:401 (k) Employer Match	750.00	0	0	0		\$750.00	0.00%
51310:Employee Group Insurance	41,649.00	0	0	26,961.36		\$14,687.64	64.73%
51360:Workers Comp Insurance	854.00	0	0	728.23		\$125.77	85.27%
52040:Communication Services Expense	3,382.00	0	0	1,903.00		\$1,479.00	56.27%
52060:Janitorial Supplies	0	0.00	0.00	33.28		(\$33.28)	0.00%
52080:Insurance	3,503.00	0	0	3,745.65		(\$242.65)	106.93%
52160:Maintenance	43.00	0	0	0		\$43.00	0.00%
52180:Materials - Buildings & Improvements	23.00	0	0	0		\$23.00	0.00%
52240:Professional / Membership Dues	6,863.00	0	0	10,767.86		(\$3,904.86)	156.90%
52260:Misc Expense	0	0	0	337.84		(\$337.84)	0.00%
52320:Printing	1,319.00	0	0	1,387.76		(\$68.76)	105.21%
52330:Other Supplies	5,667.00	0.00	235.90	1,415.75		\$4,015.35	29.15%
52340:Postage	2,339.00	0	0	1,729.43		\$609.57	73.94%
52350:Procurement Card Purchase / Clearing Account	0	0	0	0.00		\$0.00	0.00%

Account Set	Budget	Commitments	Obligations	Actuals		Balance	Percentage of Budget
52360:Professional and Special Services - General	163,249.88	0	187,719.18	35,262.70		(\$59,732.00)	136.59%
52370:Professional and Special Services - Legal	30,000.00	0	37,120.00	4,127.40		(\$11,247.40)	137.49%
52390:Professional and Special Services - County	4,079.00	0	0	6,246.23		(\$2,167.23)	153.13%
52400:Professional and Special Services - Information Technology	13,797.00	0	0	5,421.00		\$8,376.00	39.29%
52450:Short-Term Rents and Leases - Buildings & Improvements	19,533.00	0	0	14,518.26		\$5,014.74	74.33%
52460:Small Tools & Instruments	58.00	0	0	0		\$58.00	0.00%
52470:Employee Benefits Systems	2,697.00	0	0	1,222.39		\$1,474.61	45.32%
52480:PC Acquisition	2,000.00	0	0	0		\$2,000.00	0.00%
52510:Commissioner's Fees	27,661.00	0	0	10,904.20		\$16,756.80	39.42%
52560:Small Equipment	130.00	0	0	0		\$130.00	0.00%
52570:Advertising	4,818.00	0	0	2,162.70		\$2,655.30	44.89%
52580:Special Department Expense	500.00	0	0	64.00		\$436.00	12.80%
52630:Project Costs	1,200.00	0	0	50.00		\$1,150.00	4.17%
52790:Transportation and Travel	7,750.00	0	0	6,135.59		\$1,614.41	79.17%
53170:Contingencies - Judgement and Damages	30,000.00	0	0	0		\$30,000.00	0.00%
53390:Transfer Out A-87 Costs	32,237.00	0	0	32,237.00		\$0.00	100.00%
Facilities and Administration Cost Revenue and Expense	0	0	0	0		0.00	0.00%
42840:Facilities and Administration Cost Revenue	0	0	0	0		0.00	0.00%
52840:Facilities and Administrative Costs Expense	0	0	0	0		0.00	0.00%

Project Status Report					
Active Projects					
Project No.	Project Name	Subject Agency	Location	Acreage	Status and Notes
2020-03	Annexation of Special Use District B (SUD-B) Northeast Quadrant (NEQ)	City of Lincoln	North of Hwy 65, south of Nicolaus Rd, east of Nelson Ln, west of City limits	200	Commission Approved March 8. To be recorded April 7
2022-01	Meeks Bay and North Tahoe Fire Protection District Reorganization	Meeks Bay and North Tahoe FPD	Placer and El Dorado County		Incomplete letter issued. Tax-Transfer negotiations underway.
2023-01	City of Lincoln Sphere of Influence Update	City of Lincoln	Unincorporated Placer County		City working on application.
2022-03	Service Review and Sphere of Influence Study	Fire Agencies	Western Placer County		Study Underway
Pending Projects					
2022-05	Newcastle and Placer Hills Fire Protection District Reorganization	Newcastle and Placer Hills Fire Protection Districts	Newcastle and Placer Hills boundaries		Incomplete App letter issued 10/24/22. MSR, SOI Update, and RTC 99 underway.
Pre-App	SPMUD Boundary Clean-up	SPMUD	SPMUD's Sphere of Influence		MSR scope in development with SPMUD
Pre-App	West Oaks Apartment Annexation	Rocklin	Off Highway-65	3.4	MSR scope in development with Rocklin
Pre-App	Annexation of APN 021-321-091 and portions of H65	Lincoln	Off Highway-65	1	City working on application.
Closed Projects					
2021-03	Focused Municipal Service Review (MSR)	City of Lincoln	City of Lincoln and SOI		Commission Approved March 8, 2023. Final study posted on the Commission's website.

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PUBLIC HEARING

Staff Report

DATE: April 12, 2023

TO: Chair Burruss and members of the Commission

FROM: Michelle McIntyre

SUBJECT: **Proposed Workplan and Budget for Fiscal Year 2023-2024**

SUMMARY

The Placer County Local Agency Formation Commission (LAFCO) will consider recommendations from the Executive Officer in adopting a Proposed Workplan and Budget for the fiscal year (FY) 2023-24. The Proposed Workplan outlines 23 projects, with several continuing from the current fiscal year. Projects include several municipal service reviews and sphere of influence studies, changes of organization, and reorganization proposals. Notable administrative projects include funding a new website and creating and filling an analyst classification.

The Proposed Budget draws on the Proposed Workplan and calls for expenses totaling \$982,872, reflecting an increase of approximately \$292,000, from the current fiscal year's adopted Operating Budget of \$691,019.

DISCUSSION

This agenda item is for LAFCO to consider recommendations from the Executive Officer in adopting a coordinated Proposed Workplan and Budget for the upcoming fiscal year. Adopting these documents will precede a formal public review and comment period – including providing notice to all 44 local funding agencies – with final actions scheduled for the Commission's June 14, 2023, meeting. A summary discussion of the proposed Workplan and Budget's main components follows.

ALTERNATE COMMISSIONERS:

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(County)

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(Special District)

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COUNSEL:

Michael Walker
General Counsel

STAFF:

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Commission Clerk

Proposed Workplan 2023-24 Summary

The Proposed Workplan considers Placer LAFCO's existing ongoing projects, legislative responsibilities, administrative needs, and past directives from the Commission. The Workplan identifies projects divided between Statutory¹ (S) and Administrative (A) activities. The projects include new and existing projects continued from the current fiscal year. The projects are also categorized by high, moderate, and low priority. The Proposed Workplan is included as Attachment A to this staff report.

Proposed Budget 2023-24 Summary

Expenses –

The Proposed Budget developed with the referenced Workplan sets the total expenses at \$982,872, an increase of \$291,854 over the current year. The Proposed Operating Budget can be divided into Employee Salaries and Benefits, and Services and Supplies.

Employee Salaries and Benefits

The Proposed Budget calls for an increase of \$211,000 in salaries and benefits. The increase is attributed to the cost-of-living adjustments and merit increases for existing employees and the funding of a full-time analyst classification.

Services and Supplies

The Proposed Operating Budget calls for an increase of \$80,000 in services and supplies. Notable increases are associated with the Special Department Expenses of approximately \$17,000, which fund the costs associated with LAFCO's new website. The A-87 budget line-item costs will increase by about the same amount. A-87 costs are costs associated with LAFCO's longstanding memorandum of understanding with Placer County for administrative services related to general accounting, IT help desk, GIS, payroll, human resources, and other services that the County provides LAFCO.

Revenues –

The most substantial funding source for LAFCO's operational costs comes from the 37 special districts, six cities, and the County. Other sources of revenue can include fees collected from project applications, interest income, and fund balance appropriation. The revenue for FY 2023-24 totals \$982,872. Invoices to the funding agencies will increase by approximately \$292,000 from the current fiscal year.

¹ LAFCOs have both planning and regulatory powers. LAFCOs plan by adopting, amending, and updating spheres of influence (SOI), which are planning documents showing a city or special district's probable future boundary and service areas. To adopt, amend, or update SOIs, the Commission must conduct a municipal service review (MSR) or a special study. LAFCOs also regulate by reviewing and considering proposed boundary changes (changes of organizations, reorganizations). These tasks -- MSRs, SOIs, special studies, boundary changes - and other tasks are set forth in the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act) and are captured in the Statutory category of the Workplan.

County, Cities, and Special Districts Apportionment

LAFCO's operating budget is substantially funded by the County, cities, and special districts. The County, the six cities, and the 37 special districts are each billed 1/3 of the budget.

Placer County –

Placer County's share of LAFCO's operational cost will be \$327,184 for FY 2023-24, up from \$230,000 in the current fiscal year.

Cities –

Staff calculated the estimated cost to the cities using the most recent financial report from the State Controller's Office (SCO). Government Code section 56381 states that the cities' share shall be apportioned in proportion to each city's total revenues as a percentage of the combined city revenues or by an alternative method approved by a majority of the cities representing the majority of the combined cities' population. Table 1 below provides the estimated invoice by city. The City of Roseville will be invoiced for the largest share – approximately \$247,000, an increase of \$78,000 from the current fiscal year. Please note that the estimates are based on the latest report from SCO and that SCO may release a more current version after LAFCO approves the Final Budget, thus altering the invoices to the cities.

Table 1: Estimated Invoice to the Cities for FY 2023-24

Estimated Invoice to Cities 2023-24

City Name	Governmental Funds Revenues	Proprietary Funds	Govt Fund Rev + Prop Funds	Pct of Total - All Cities	FY 23/24 Inv (NY)	FY 22/23 Inv (PY)	NY-PY Invoice
Auburn	\$ 17,192,633.00	\$ 7,710,974.00	\$ 24,903,607.00	2.65%	\$ 8,655.45	\$ 7,505.54	\$ 1,149.91
Colfax	\$ 3,391,769.00	\$ 2,447,459.00	\$ 5,839,228.00	0.62%	\$ 2,029.47	\$ 2,301.71	\$ (272.24)
Lincoln	\$ 56,350,415.00	\$ 44,526,013.00	\$ 100,876,428.00	10.72%	\$ 35,060.40	\$ 26,501.10	\$ 8,559.31
Loomis	\$ 7,481,502.00	\$ -	\$ 7,481,502.00	0.79%	\$ 2,600.26	\$ 1,788.21	\$ 812.04
Rocklin	\$ 86,867,995.00	\$ 5,198,918.00	\$ 92,066,913.00	9.78%	\$ 31,998.59	\$ 23,316.33	\$ 8,682.26
Roseville	\$ 344,182,832.00	\$ 366,029,417.00	\$ 710,212,249.00	75.44%	\$ 246,839.92	\$ 168,526.64	\$ 78,313.28
TOTAL			\$ 941,379,927.00	100.00%	\$ 327,184.08	\$ 229,939.52	\$ 97,244.56

Based on 2020-21 Annual Report from CA State Controller's Office (most recent report avail on 3-06-23)

Continued to the next page.

Special Districts –

Section 56381 also states that the special districts' share shall be apportioned in proportion to each district's total revenues as a percentage of the combined total district revenues. Table 2 below provides the estimated invoice for each district. Placer County Water Agency will be invoiced for the largest share – approximately \$121,000, an increase of nearly \$40,000 from the current fiscal year.

Table 2: Estimated Invoice to the Special Districts for FY 2023-24

Estimated Invoice to Special Districts 2023-24				
Independent Special District Name	Pct of Total	NY Billing	PY Billing	NY Billing- PY Billing
Alpine Springs County Water District	0.672%	\$ 2,198.98	\$1,586.28	\$ 612.70
Alta Fire Protection District	0.033%	\$ 109.26	\$110.15	\$ (0.89)
Auburn Cemetery District	0.380%	\$ 1,244.86	\$773.91	\$ 470.95
Auburn Recreation and Park District	1.305%	\$ 4,268.31	\$4,130.70	\$ 137.61
Auburn Valley Community Services District	0.206%	\$ 673.83	\$508.58	\$ 165.25
Cemetery District No. 1 (Placer)	0.058%	\$ 189.95	\$1,545.11	\$ (1,355.16)
Christian Valley Park Community Services District	0.243%	\$ 795.97	\$602.96	\$ 193.01
Colfax Cemetery District	0.058%	\$ 189.95	\$146.25	\$ 43.70
Donner Summit Public Utility District	0.97%	\$ 3,182.49	\$2,313.33	\$ 869.16
Foresthill Fire Protection District	0.691%	\$ 2,259.45	\$1,779.53	\$ 479.92
Foresthill Public Utility District	1.179%	\$ 3,856.49	\$2,471.71	\$ 1,384.78
Heather Glen Community Services District	0.055%	\$ 179.68	\$117.88	\$ 61.80
McKinney Water District	0.084%	\$ 273.89	\$200.38	\$ 73.51
Meadow Vista County Water District	0.778%	\$ 2,544.95	\$1,690.36	\$ 854.59
Midway Heights County Water District	0.232%	\$ 758.25	\$513.04	\$ 245.21
Newcastle - Rocklin - Gold Hill Cemetery District	0.703%	\$ 2,300.14	\$1,673.47	\$ 626.67
Newcastle Fire Protection District	0.292%	\$ 955.61	\$668.45	\$ 287.16
North Tahoe Fire Protection District	5.089%	\$ 16,649.81	\$11,904.68	\$ 4,745.13
North Tahoe Public Utility District	4.763%	\$ 15,582.70	\$10,592.10	\$ 4,990.60
Northstar Community Services District	6.192%	\$ 20,258.53	\$18,287.47	\$ 1,971.06
Olympic Valley Public Service District	2.557%	\$ 8,367.18	\$6,294.84	\$ 2,072.34
Penryn Fire Protection District	0.351%	\$ 1,149.28	\$885.94	\$ 263.34
Placer County Resource Conservation District	1.645%	\$ 5,381.17	\$4,148.18	\$ 1,232.99
Placer County Water Agency	36.930%	\$ 120,829.92	\$81,380.33	\$ 39,449.59
Placer Hills Fire Protection District	0.947%	\$ 3,097.75	\$2,529.07	\$ 568.68
Placer Mosquito and Vector Control District	1.564%	\$ 5,117.97	\$3,771.66	\$ 1,346.31
Roseville Cemetery District	1.087%	\$ 3,556.71	\$2,665.87	\$ 890.84
Sierra Lakes County Water District	0.801%	\$ 2,620.26	\$2,001.56	\$ 618.70
South Placer Fire Protection District	4.162%	\$ 13,618.84	\$10,030.69	\$ 3,588.15
South Placer Municipal Utility District	6.357%	\$ 20,800.71	\$15,121.96	\$ 5,678.75
Suburban Pines Community Services District	0.001%	\$ 2.54	\$2.75	\$ (0.21)
Tahoe City Cemetery District	0.021%	\$ 67.71	\$53.41	\$ 14.30
Tahoe City Public Utility District	6.912%	\$ 22,616.28	\$16,792.46	\$ 5,823.82
Tahoe Forest Hospital District	3.706%	\$ 12,126.87	\$0.00	\$ 12,126.87
Tahoe Truckee Sanitation Agency	5.188%	\$ 16,975.13	\$13,486.64	\$ 3,488.49
Talmon Resort Improvement District	0.166%	\$ 543.36	\$427.08	\$ 116.28
Truckee-Tahoe Airport District	3.619%	\$ 11,839.32	\$8,730.75	\$ 3,108.57
TOTALS	100%	\$ 327,184.08	\$229,939.53	\$ 97,244.55

NY = New Year
PY = Prior Year

Revenue from Application Fees

The Proposed Workplan identifies proposals that could provide LAFCO with additional revenue. Any realized revenues not included in the Proposed Workplan will be transferred to the Commission's fund balance. The fund balance can be appropriated as part of the annual budget process or via the adoption of a resolution by the Commission at a public meeting.

Statutory Deadlines

GC section 56381 specifies certain statutory deadlines for adopting LAFCO's Proposed and Final Budget. Table 3 below lists the deadlines and how the Commission plans to comply with the statute.

Table 3: Statutory Deadlines

DEADLINES	STATUTORY REQUIREMENT	PLANNED ACTION
May 1	LAFCO must adopt a Proposed Budget	April 12 – Public Hearing
June 15	LAFCO must adopt a Final Budget	June 14 – Public Hearing
July 1	The County Auditor requests payment from cities, special districts, and the County.	
August 30	Payments must be received by the Auditor.	

CONCLUSION & STAFF RECOMMENDATION

Placer LAFCO's Proposed Workplan and Budget for FY 2023-24 represent increases in the current service activities and levels from the current fiscal year. The Proposed Workplan and Budget reflect several ongoing and new projects and increased staffing levels.

The Executive Officer recommends that the Commission approve the Proposed Workplan and Budget as presented with any desired changes.

PROCEDURES FOR CONSIDERATION

This item is on the Commission's agenda for action as a noticed public hearing pursuant to the CKH Act. The following procedures, accordingly, are recommended for the Commission's consideration:

- 1) Receive an oral report from the Executive Officer.
- 2) Open the hearing and invite comments from the public.
- 3) Consider the Proposed Workplan and Budget.
- 4) Through a roll-call vote, adopt or adopt with modifications the Proposed Workplan and Budget via proposed Resolution No. 23-03 (Attachment C to this report).

- 5) Direct staff to distribute the Proposed Workplan and Budget to the local funding agencies.
- 6) Schedule a public hearing for June 14, 2023, to consider and adopt the Final Workplan and Budget.

Attachments:

A – Proposed Workplan for the Fiscal Year 2023-24

B – Proposed Budget for the Fiscal Year 2023-24

C – Proposed LAFCO Resolution No. 23-03

2023-24 LAFCO Proposed Workplan

Project No.	Priority	Task/Project	Category*	Comments
1	High	Reorganization	S	North Tahoe and Meeks Bay Fire Protection Districts
2	High	Sphere of Influence update	S	City of Lincoln Sphere of Influence update
3	High	City Annexation	S	Lincoln - Annexation of .5-acre parcel and areas of Highway 65
4	High	City Annexation	S	Lincoln - Annexation of Village 5 and 7B
5	High	District Annexation	S	South Placer Municipal Utilities District- Annexation of Areas within District's Sphere of Influence
6	High	City Annexation	S	City of Rocklin - Annexation of Highway 65 unincorporated island
7	High	Reorganization	S	Placerhills and Newcastle Fire Protection District
8	High	Service Review study/Sphere of Influence update	S	Western Fire Agencies - Ongoing fire/EMS/dispatch study
9	High	Service Review study/Sphere of Influence update	S	City of Rocklin
10	High	Service Review study/Sphere of Influence update	S	South Placer Municipal Utilities District
11	High	Service Review study/Sphere of Influence update	S	City of Colfax and the special districts in the region
12	High	Mapping Cities and Districts	A	Continue working with County GIS to verify, correct, and map cities and special districts. LAFCO will need to provide previously approved annexation boundaries. Post maps by agency on LAFCO website.
13	High	Outreach	A	Continue outreach to local and regional agencies. Staff will update the Commission of activities during the fiscal year.
14	High	Policies	A	Continue reviewing, updating, and creating policies for the Commission's consideration.
15	High	Personnel	A	Hire a full-time analyst classification to process projects that are routine in nature.
16	High	New Website	A	LAFCO's current website is embedded in Placer County's website.
17	Moderate	Financial Audit	A	Annual Financial Audit
18	Moderate	Commissioner Onboarding Packet	A	Continue working on onboarding packets for new Commissioners to help orient new members to key roles, duties, and organization practices of Placer LAFCO.
19	Moderate	Local Agencies Directory	A	Ongoing update of local agency directory.
20	Moderate	LAFCO Central Region	A	Participate in quarterly meetings with other Central LAFCOs.
21	Moderate	CALAFCO	A	Participate in CALAFCO committees, workshops, and conferences.
22	Low	Administrative Files	A	Continue organizing and improving admin files.
23	Low	Fees Update	A	Annual update of fees to reflect current budget.

*S=Statutory, A=Administrative

Placer LAFCO Proposed Budget Fiscal Year 2023-2024							
	Spend Code	Ledger	Description	FY 22/23 Final Budget (PY FB)	FY 22/23 YTD Feb 28, 2023	Proposed Budget 23/24 (PB)	Difference Between PB and PY FB
Expenses			EMPLOYEE SALARIES & BENEFITS				
	SC1810	51010	Salaries and Wages	\$ 208,634.69	\$ 151,740.36	\$ 336,380.80	\$ 127,746.11
	SC1020	51020	Employee Paid Sick Leave	\$ -	\$ -	\$ -	\$ -
	SC1834	51090	Cafeteria Plans (Non-PERS)	\$ 7,712.50	\$ 5,211.62	\$ 13,086.42	\$ 5,373.92
	SC1210	51210	Retirement	\$ 72,938.69	\$ 51,448.32	\$ 112,780.81	\$ 39,842.13
	SC1220	51220	Payroll Tax	\$ 15,960.55	\$ 11,249.34	\$ 24,587.44	\$ 8,626.89
	SC1861	51240	Other Postemployment Benefits (OPEB)	\$ 7,920.00	\$ 3,951.00	\$ 11,880.00	\$ 3,960.00
	SC1290	51290	401(k) Employer Match	\$ 750.00	\$ -	\$ 750.00	\$ -
	SC1310	51310	Employee Group Insurance	\$ 41,649.12	\$ 26,961.36	\$ 67,443.00	\$ 25,793.88
	SC1360	51360	Workers Comp Insurance	\$ 854.03	\$ 728.23	\$ 1,033.23	\$ 179.20
	SUBTOTAL		EMPLOYEE SALARIES & BENEFITS TOTAL	\$ 356,419.58	\$ 251,290.23	\$ 567,941.70	\$ 211,522.11
			SERVICES & SUPPLIES				
	SC2085	52040	Communication Services Expense	\$ 3,381.77	\$ 1,903.00	\$ 3,719.95	\$ 338.18
		52060	Janitorial Supplies	\$ -	\$ 33.28	\$ -	\$ -
	SC2141	52080	Insurance	\$ 3,503.15	\$ 3,745.65	\$ 4,120.22	\$ 617.07
	SC2270	52160	Maintenance	\$ 43.20	\$ -	\$ -	\$ (43.20)
	SC2360	52180	Materials - Buildings & Improvements	\$ 22.99	\$ -	\$ -	\$ (22.99)
	SC2550	52240	Professional / Membership Dues	\$ 6,863.00	\$ 10,767.86	\$ 11,844.65	\$ 4,981.65
	SC2560	52250	Services and Supplies	\$ -	\$ 337.84	\$ 371.62	\$ 371.62
	SC2570	52260	Misc Expense	\$ -	\$ -	\$ -	\$ -
	SC2630	52320	Printing	\$ 1,319.05	\$ 1,387.76	\$ 2,387.36	\$ 1,068.31
	SC2660	52330	Other Supplies	\$ 5,666.66	\$ 1,651.65	\$ 6,354.68	\$ 688.02
	SC2790	52340	Postage	\$ 2,339.38	\$ 1,729.43	\$ 2,722.85	\$ 383.47
	SC2800	52350	Procurement Card Purchase / Clearing Account	\$ -	\$ -	\$ -	\$ -
	SC2940	52360	Professional and Special Services - General	\$ 135,000.00	\$ 222,981.88	\$ 148,500.00	\$ 13,500.00
	SC3130	52370	Professional and Special Services - Legal	\$ 30,000.00	\$ 4,127.40	\$ 40,000.00	\$ 10,000.00
	SC4705	52390	Professional and Special Services - County	\$ 4,078.79	\$ 6,246.23	\$ 6,870.85	\$ 2,792.06
	SC3370	52400	Professional and Special Services - Information Technology	\$ 13,797.48	\$ 5,421.00	\$ 17,701.37	\$ 3,903.89
	SC3490	52450	Short-Term Rents and Leases - Building Improvements	\$ 19,533.15	\$ 14,518.26	\$ 21,486.47	\$ 1,953.32
	SC3530	52460	Small Tools & Instruments	\$ 57.84	\$ -	\$ -	\$ (57.84)
	SC3550	52470	Employee Benefits Systems	\$ 2,697.18	\$ 1,222.39	\$ 2,225.17	\$ (472.01)
	SC3560	52480	PC Acquisition	\$ 2,000.00	\$ -	\$ 3,000.00	\$ 1,000.00
	SC3620	52510	Commissioner's Fees	\$ 27,660.86	\$ 10,904.20	\$ 30,426.95	\$ 2,766.09
	SC3760	52560	Small Equipment	\$ 129.83	\$ -	\$ -	\$ (129.83)
	SC3895	52570	Advertising	\$ 4,817.66	\$ 2,162.70	\$ 5,299.43	\$ 481.77
	SC4020	52580	Special Department Expense	\$ 500.00	\$ 64.00	\$ 16,740.00	\$ 16,240.00
	SC4110	52630	Project Costs	\$ 1,200.00	\$ 50.00	\$ 1,320.00	\$ 120.00
	SC4290	52790	Transportation and Travel	\$ 7,750.00	\$ 6,135.59	\$ 8,525.00	\$ 775.00
	SC5110	53390	Transfer Out A-87 Costs	\$ 32,237.00	\$ 32,237.00	\$ 48,314.00	\$ 16,077.00
	SC4850	53170	Appropriation for Contingencies	\$ 30,000.00	\$ -	\$ 33,000.00	\$ 3,000.00
	SUBTOTAL:		SERVICES & SUPPLIES TOTAL	\$ 334,598.99	\$ 327,627.12	\$ 414,930.55	\$ 80,331.56
	TOTAL		TOTAL EXPENSES	\$ 691,018.57	\$ 578,917.35	\$ 982,872.25	\$ 291,853.67
Revenues							
	RC0560	42010	Investment Income	\$ 1,200.00	\$ 5,379.73	\$ 1,320.00	\$ 120.00
	RC1720	46030	Direct Charges	\$ -	\$ 50.00	\$ -	\$ -
	RC2740	46360	Other Fees and Charges	\$ 689,818.57	\$ 746,718.48	\$ 981,552.25	\$ 291,733.67
	TOTAL		TOTAL REVENUES	\$ 691,018.57	\$ 752,148.21	\$ 982,872.25	\$ 291,853.67

PLACER LAFCO RESOLUTION NO. 23-03

RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION OF PLACER COUNTY ADOPTING A PROPOSED WORKPLAN AND BUDGET FOR THE FISCAL YEAR 2023-24

WHEREAS, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH) requires the Placer County Local Agency Formation Commission (LAFCO or Commission) to perform certain regulatory and planning duties in facilitating efficient and accountable local government; and,

WHEREAS, the Commission is required to annually adopt Proposed and Final budgets by May 1 and June 15, respectively; and,

WHEREAS, the Executive Officer has prepared a written report and recommendations on a Proposed Workplan and Budget for the Fiscal Year 2023-24; and,

WHEREAS, the Commission has heard and fully considered all the evidence on a Proposed Workplan and Budget for 2023-24 presented at a noticed public hearing held on April 12, 2023; and,

WHEREAS, adopting a Workplan and Budget are not projects under the California Environmental Quality Act.

NOW, THEREFORE, THE COMMISSION DOES HEREBY RESOLVE, DETERMINE, AND ORDER as follows:

1. The Proposed Workplan for Fiscal Year 2023-24, attached as Exhibit A, is APPROVED as the Proposed Workplan.
2. The Proposed Budget for Fiscal Year 2023-24, attached as Exhibit B, is APPROVED as the Proposed Budget.
3. The Executive Officer is directed to circulate copies of the approved Proposed Workplan and Proposed Budget for public review and comment – including notice to all LAFCO funding agencies – and return with a Final Workplan and Budget no later than June 15, 2023.

The foregoing resolution was duly passed and adopted by the Local Agency Formation Commission of Placer County at a regular meeting held on the 12th day of April 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Trinity Burruss, Chair
Local Agency Formation Commission
County of Placer, State of California

ATTEST:

Amy Engle, Clerk to the Commission

PLACER COUNTY

LOCAL AGENCY FORMATION COMMISSION

COMMISSIONERS:

Trinity Burruss
Chair (City)

Cindy Gustafson
Vice Chair (County)

Joshua Alpine
(Special District)

Shanti Landon
(County)

Tracy Mendonsa
(City)

Susan Rohan
(Public)

Rick Stephens
(Special District)

**ALTERNATE
COMMISSIONERS:**

Jim Holmes
(County)

William Kahl
(Special District)

Jenny Knisley
(City)

Jeffrey Starsky
(Public)

COUNSEL:

Michael Walker
General Counsel

STAFF:

Michelle McIntyre
Executive Officer

Amy Engle
Commission Clerk

Staff Report

DATE: April 12, 2023

TO: Chair Burruss and members of the Commission

FROM: Michelle McIntyre on behalf of the Public Member
Recruitment Ad Hoc Committee

SUBJECT: **Appointment of the LAFCO Public Member**

At its February 8, 2023, meeting, the Commission provided direction to staff to initiate the recruitment of the Public and Alternate Public Member for the term May 2023 to May 2027.

LAFCO staff posted the recruitment announcement on the Commission's website, published it in five local newspapers (online and print), and distributed it to several local organizations (public and private), public agencies, and the Commission's existing agenda distribution list. The recruitment period ended on Friday, March 31, 2023.

On Monday, April 3, 2023, the Public Member Recruitment Ad Hoc Committee met to review the applications. The Committee, comprised of the Chair and Commissioners Gustafson and Stephens, reviewed the ten applications.

RECOMMENDATION

The Committee unanimously recommends the Commission reappoint Commissioner Susan Rohan as its Public Member. As to the Alternate Public Member, the Committee will interview the top candidates and make a recommendation to the Commission at a future meeting.